

## **Workforce Development Board (WDB) Agenda**

Date: Thursday, April 18, 2024  
Time: 12:00 p.m. — 2:00 p.m.  
Place: 9246 Lightwave Ave, Suite 100, San Diego, CA 92123  
<https://workforce-org.zoom.us/j/81127111488>  
Meeting ID: 811 2711 1488

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### **Instructions for Public Meetings**

- Members of the public – Please complete a “Request to Speak” form

### **Welcome and Introductions**

- Chair calls the meeting to order
- Non-agenda public comment

### **Agenda Items – Open Session:**

#### **Action Item:**

**Item 1:** Approval of the March 14, 2024 Minutes

#### **Information Item:**

**Item 2:** WDB Chair Updates

**Item 3:** SDWP Organizational Updates

#### **Action Item:**

**Item 4:** Relocation of South County Career Center – New Lease

**Item 5:** WDB Retreat Schedule

#### **Information Item:**

**Item 6:** Overview of SDWP Legal Structure

**Item 7:** Conflict of Interest Policy

**Item 8:** WDB Committees Updates (Executive, DEIA, Audit)

### **Next Meeting: May 16, 2024, 12:00 p.m. – 2:00 p.m.**

**PUBLIC COMMENT:** Members of the public may address the Board on issues on this agenda (three minutes per subject) and/or other items within the Board’s scope. To speak, please complete a public comment form. The Workforce Partnership will provide accommodations to persons who require assistance. Questions: (619) 228-2900.

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## Item #1: Approval of the March 14, 2024 Minutes

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### **Minutes of the March 14, 2024 WDB Meeting**

#### **Members Present**

- |                     |                      |                        |
|---------------------|----------------------|------------------------|
| 1. Annie Taamilo    | 7. Efrem Bycer       | 13. Matt Doyle         |
| 2. Brisa Johnson    | 8. Gina Lee          | 14. Rick Vaccari       |
| 3. Carol Kim        | 9. Jamie Gardner     | 15. Ricky Shabazz      |
| 4. Christina Bibler | 10. Jeremy Vellon    | 16. Tina King          |
| 5. Danene Brown     | 11. Kevin Johnson    | 17. Veronica Dela Rosa |
| 6. Dora Mendivil    | 12. Kurling Robinson |                        |

#### **Members Absent**

- |               |                  |                       |
|---------------|------------------|-----------------------|
| 1. Aida Rosa  | 3. Jeffrey Noyes | 5. Nancy Smith-Taylor |
| 2. Ed Hidalgo | 4. Matt Martin   | 6. Phil Blair         |

#### **Staff Members Present**

Tony Young, Interim President, and CEO

Sarah Burns, Director of Learning

Mahdi Shkara, Compliance Analyst & Board Liaison

Miguel Vasquez, VP Client Services

#### **Call to Order**

The meeting was called to order by Kurling Robinson at 12:02 pm with a quorum.

#### **Non-Agenda Public Comment**

C. Bibler provided an update regarding the upcoming Youth LED Career Expo, scheduled for March 26<sup>th</sup> at UCSD Park and Market. The event aims to replicate the success of the previous year's expo, offering interview preparation, headshots, giveaways, and opportunities for industry partners to engage with youth from specific schools and residences in the San Diego area.

#### **Action Item**

##### Item 1: **Minutes of the February 15, 2024 Meeting**

*Motion:* WDB approves the meeting minutes  
*Moved* (J. Vellon), *Seconded* (R. Vaccari), *Motion carried*, A. Taamilo abstained

## **Information Item**

Item 2:

### **SDWP Organizational Updates**

SDWP's organizational updates covered various topics including an update on SDWP Emergency Flood Response, the upcoming Strategic Plan exercise, and other key operational highlights.

T. Young discussed the organization's plans for the implementation of the Emergency Additional Assistance to Flood Funding. SDWP has been diligently working on distributing funds to support workers and businesses affected by the recent floods. The program was officially launched a couple of days before the meeting, with outreach efforts being conducted at FEMA disaster recovery centers and local career centers. SDWP has also set up a hotline for individuals seeking assistance.

T. Young encouraged board members to assist in disseminating information about the flood relief efforts to their networks and communities. With a narrow window to distribute approximately \$1,000,000 in funds, the organization is prioritizing reaching as many impacted individuals and businesses as possible. The board members emphasized the urgency of the situation, T. Young mentioned that the organization aims to expedite the distribution process to assist as quickly as possible.

T. Young highlighted the organization's efforts in creating a comprehensive strategic plan for SDWP. He noted that funding has been secured from the Irvine Foundation to facilitate the development of this plan. The desire is to engage with stakeholders, including communities, businesses, nonprofits, and political allies, to collaboratively formulate a roadmap for the organization's future.

As part of the organizational development and staffing updates, T. Young highlighted SDWP's efforts to enhance efficiency and expand services to the community. He stated that three management-level positions are currently being filled, with a focus on identifying additional slots to further strengthen the team. The restructuring includes collapsing departments to streamline operations, resulting in the creation of 15 more frontline positions.

He emphasized the ongoing efforts to address operational challenges and enhance internal processes to support organized response efforts effectively. These initiatives aim to improve organizational effectiveness and better serve the community.

In support of the High Road Construction Career program, T. Young announced that the foundation of California Community Colleges has been awarded a substantial grant of half a million. This grant will facilitate the training of nearly 100 additional participants.

T. Young discussed his efforts to enhance the engagement with the San Diego Community College District, including plans for organizing movement screening sessions. He highlighted the collaborative initiatives of the Downtown San Diego Library Career Center team with other community organizations to enhance services provided in the region.

K. Johnson updated the board on the CCJ program. He indicated that 17 cohorts have been completed with three more scheduled for the remainder of the year.

Additionally, 311 graduates have completed the CCJ program, with 262 males, 46 females, and three identified as non-binary. 77% of graduates have secured employment post CCJ, with 48% gaining employment with union employers. Furthermore, 55% of graduates have applied to apprenticeship programs, with 41% having completed interviews and 24% already indentured at the Electrical Training Institute (ETI).

### **Action Item**

#### **Item 3:                   Amendment to SDWP Organizational Bylaws**

A. de Castro presented the proposed Bylaws changes. He mentioned that the proposal was overviewed at the board meeting on February 15, 2024, as an informational item. Furthermore, it was discussed at the Executive Committee meeting.

*Motion:* WDB approves the proposed adoption of the Amended and Restated Bylaws, which would replace and supersede the SDWP Bylaws currently in effect.

*Moved (R. Shabazz), Seconded (A. Taamilo), Motion carried unanimously*

Item 4:

### **WDB Member Status and Nomination**

T. Young presented the recommendation for a new board member. He shared that this recommendation was suggested by the San Diego County Board of Supervisors to bring more representation throughout the County. T. Young introduced Caroline Smith to the board as a potential candidate.

C. Smith, Director of the Office of Economic Development and Government Affairs, provides an overview of the office's activities. The office aims to strengthen connections between services, promote regional development strategies, and prioritize equity initiatives. She expressed her gratitude for the partnership with SDWP and highlighted the support and guidance in improving services and fostering community workforce development.

*Motion:* WDB approves the new board member nomination.  
*Moved (C. Bibler), Seconded (R. Shabazz), Motion carried unanimously*

Item 5:

### **WDB Committees Chair and Membership**

K. Robinson overviewed the current committees' composition and chairmanship for each committee. It was suggested that each committee elect its chair within each committee meeting. The Joint Personnel Committee (JPC) was highlighted as a key committee where it consists of three members representing the WDB and three members representing the Policy Board.

As both the WDB chair and vice chair were automatically represented in the JPC, the focus of the meeting was on appointing the third member of the JPC.

E. Bycer inquired about whether the appointment of an alternative member to the JPC members is applicable. A. de Castro clarified that officers serve until their successors are appointed.

R. Shabazz shared that the DEIA committee membership is still open and invited board members who are interested to join and participate.

*Motion:* WDB approves the appointment of Carol Kim as the third member to the JPC and committees' composition.  
*Moved (R. Shabazz), Seconded (E. Bycer), Motion carried unanimously*

## **Information Item**

### **Item 6: Adopt a School Project Update**

S. Burns, Director of Learning at SDWP, and S. Knox, Associate Dean of Strong Workforce at San Diego City College, presented the Adopt a School initiative. The project involves collaborative efforts with middle and high schools to provide workshops, industry exposure, and technical skills training to students.

S. Burns highlighted how this program aligns with the organization's learning strategy, emphasizing the importance of reaching educators and providing professional development opportunities.

S. Knox discussed the implementation of the initiative, including the development of a website to support the initiative's goals.

It was emphasized that the project aims to provide students with a clearer understanding of career pathways and opportunities beyond traditional education.

S. Knox highlighted the upcoming events related to the Career Fair and Adopt a School initiative. Additionally, she mentioned opportunities for organizations to donate to support these initiatives.

R. Shabazz emphasized the importance of the EIA (Education, Industry, an Alliance) Committee's work in connecting industry sectors with students at an early age. The goal is to expose elementary and middle school students to various career options through career days and visits to workplaces.

Board members expressed their support for the program, recognizing its importance in providing career pathways and addressing the need for workforce development. The Board members suggested exposing students to different career paths, such as organizing tours and creating informational materials about apprenticeships. These efforts are essential for helping students make informed decisions about their future.

Dr. Doyle expressed his gratitude for everyone's participation and commitment to this initiative. He noted that SDWP has been instrumental in supporting similar initiatives in North County. He emphasized the importance of elevating a variety of career paths and ensuring that learners have equal opportunities and understanding.

Item 7:

### **LVN & HVAC Contracts Updates**

M. Vasquez reported that the SDWP's training department has been diligently working on various occupational training programs, including on-the-job training and over 150 other training programs. Due to the successful allocation of funds, amounting to \$4.2 million for the year, which represents 30% of the total funding for training, the decision was made to not proceed with two specific programs that were previously voted on by the board in early December. This decision reflects the achievement of the funding goals for training initiatives and ensures proper allocation of resources.

T. Young added that this initiative is part of further assessment regarding cost efficiencies and program effectiveness which are embedded into the evaluation process.

Item 8:

### **Statements of Economic Interest (Form 700)**

M. Shkara, Compliance Analyst and Board Liaison, overviewed the Statements of Economic Interest (Form 700) codes and regulations. He discussed the filing procedure with the San Diego County e-Disclosure system.

He added that The Political Reform Act requires officials and employees who are designated in SDWP's Conflict of Interest Code to file a Statement of Economic Interest (Form 700) annually. The filing deadline is April 2, 2024.

As the Filing Officer of the SDWP, and to comply with the SDWP's Conflict of Interest Code, M. Shkara provided an update on the current status of each board member regarding the Form 700 filing status.

### **Adjournment**

K. Robinson adjourned the meeting at 1:15 pm.

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## Item #2: WDB Chair Update

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### **INFORMATION ITEM – NO VOTE REQUIRED:**

Kurling Robinson, WDB and Executive Committee Chair, to provide an update on:

- WDB membership, attendance, and composition.
- Board Development and Recruitment.
- Stakeholder Engagement.

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## Item #3: SDWP Organizational Updates

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**INFORMATION ITEM – NO VOTE REQUIRED:**

CEO Tony Young and staff to provide update on Staffing updates, Emergency Flood Response, latest progress on the Strategic Plan RFP and other key operational highlights. These updates aim to keep board members informed on latest developments with SDWP's progress and future plans, fostering transparency and collaboration with the Board.



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## Item #5: WDB Retreat Schedule

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### **ACTION ITEM – VOTE REQUIRED**

The Board will discuss and vote on the schedule for an upcoming board retreat. The retreat will serve as an opportunity for board members to engage in strategic planning, team building, and goal setting for the organization. Discussion will include proposed dates and location for retreat, as well as potential guest speakers or facilitators.

- Proposed options for a 2-day retreat:
  - **September 5 & 6, 2024**
  - **September 19 & 20, 2024**

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## Item #6: Overview of SDWP Legal Structure

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### **INFORMATION ITEM – NO VOTE REQUIRED:**

As SDWP has its unique governance and legal structure, Audie de Castro, SDWP's General Counsel, will provide an overview of the organization's governance and legal structure.

SDWP has two governing boards (Workforce Development Board and Policy Board). These two boards are responsible in general for overseeing the organization's mission, strategic direction, financial management, and compliance.

Board members have fiduciary duties of care, loyalty, and obligation to act in the best interest of the organization and its stakeholders.

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## Item #7: Conflict of Interest Policy

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**INFORMATION ITEM – NO VOTE REQUIRED:**

Audie de Castro, SDWP's General Counsel, to provide an overview on the proposed Conflict of Interest Policy. He will also provide an update on possible amendments to this policy.

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## Item #8: WDB Committees Updates (Executive, DEIA, Audit)

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### **INFORMATION ITEM – NO VOTE REQUIRED:**

WDB Committee Chairs to provide a report out on recent meetings held and latest progress of activities. The Chairs will highlight key initiatives, projects, and outcomes achieved by each committee since the last full board meeting.

Board members will have the opportunity to ask questions and provide feedback on the committee updates presented.